



IT Guidelines for Invited Presenters

Invited presenters should follow these guidelines to ensure presentations can be viewed as intended and are compatible with equipment in the House committee rooms.

Delivery of Presentations

- Your presentation should be delivered to the Committee Administrative Assistant at least 24 hours before the meeting start time, particularly if the presentation contains embedded video, internet links or ActiveX content.
- If your presentation requires sound, please let the Committee Administrative Assistant know.
- Bring your presentation stored on a flash/thumb drive.

Software

- Create your presentations using Microsoft Office Suite products such as PowerPoint, Excel, or Word. You may also use Acrobat if needed for your presentation.
- When creating sound and video use standard Microsoft Windows Media Player. Do not use specialized formats or codecs such as Xvid or Real Video.
- House equipment in the committee rooms is not Mac-compatible and does not have printer drivers installed.
- House committee rooms are equipped with clickers for presenters' use.

Questions?

Contact House Support (850) 921-HELP(4357) or HelpDesk@myfloridahouse.gov